

Reminder: KDE Infinite Campus Users' End-of Year Training Wednesday, May 1, 2013, 9 a.m. – 4 p.m. (EDT) Transportation Cabinet Auditorium, Frankfort, Ky. or Lync Online

In response to your requests, KDE is conducting an end-of-year training session for Infinite Campus users. Training will cover SAAR Processing, Calendar Wizard, SEEK At Risk, Health Condition Flags, Safe Schools, FRAM Data Synchronization between IC and POS Systems, School Report Card and Teacher of Record.

On-site seating for the session is limited to 75; however, the event will be available live via Microsoft Lync Online to accommodate all who want to participate and recorded for later reference. Contact your KSIS representative or Linda Burton at linda.burton@education.ky.gov for more information.

Tracking 2013-14 Alternative Educational Programs

To address the challenges of preparing all students to graduate college and career ready, the Kentucky Board of Education promulgated administrative regulations establishing standards that school districts shall meet in service to students enrolled in alternative educational programs. This regulation ([704 KAR 19:002](#)) establishes minimum requirements for the operation of alternative education programs to be implemented during the 2013-2014 school year.

Guidelines and training for implementation of this regulation will be made available this summer. Go to [KDE's Alternative Educational Programs website](#) for more information.

The KDE Alternative Learning Branch supports alternative programs by providing guidance and technical assistance for continuous improvement of instruction, practices and curriculum to help all Kentucky students become college and career ready. In the coming weeks, your Director of Pupil Personnel (DPP) and Safe School coordinators will receive additional information and guidance on how to incorporate these changes into Infinite Campus.

We are excited about this innovative focus on alternative programs and look forward to collaborating with your district. Should you have any questions, please contact Tom Edgett with the Division of Student Success at thomas.edgett@education.ky.gov or call (502) 564-2116.

Spring Cleaning for Gifted and Talented Data

It is time to start "Spring Cleaning" your Gifted and Talented (GT) data. A student-level Gifted and Talented report has been created in Infinite Campus to assist districts with this process. To access the new report, select a school (or all schools), go to KY State Reporting>KDE Reports>Gifted and Talented, and then select Generate Report. Please remember that the report may take several minutes to run, so please click Generate Report only once. For more information on GT data and reporting information, go to the [GT Resource Page on the KDE website](#). GT data timeline:

May 1 through June 30 – Data cleanup (correction and updating of student records)

July 1 – All GT reports and summative evaluations due

July 2 – KDE pulls GT reports to match with district reports

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Scheduling Instructional Time Outside the Standard Day

Most people know that you can schedule activities after school hours in Infinite Campus by adding an extra period on the period schedule and checking the box Non Instructional Period. However, did you know that you also could schedule instructional time this way? Add a period to the period schedule for a class held before or after the regular school day. Leave both boxes (Non Instructional Period and Standard Day) unchecked. If sections scheduled into this period are marked for attendance, the district can receive attendance credit on the SAAR for this time. Attendance will not be over-reported because attendance is limited to one day per student, per day.

Period Info							
*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day	
X H	1	08:00 AM	03:00 PM	45	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
X 1	2	03:00 PM	03:01 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Add Period

Period Info							
*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day	
X Early	1	07:00 AM	08:00 AM		<input type="checkbox"/>	<input type="checkbox"/>	
X H	2	08:00 AM	03:00 PM	45	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
X 1	3	03:00 PM	03:01 PM		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Add Period

Examples of instructional time outside the regular day:

- Night school (where seat time is counted) – If the instructional time is 180 minutes and the standard day is 420 minutes, students will generate a half-day's attendance (calculation: $180/420 = .42$).
- Optional early bird class – If the instructional time is 480 minutes and the standard day is 420 minutes, the attendance for funding is calculated based on the 420-minute standard day. As long as the student is present at least 65 percent of the standard day, he or she will generate a full day's attendance on the SAAR. However, truancy attendance is calculated on the full 480 minutes. In our example, a student present 273 minutes would be present 57 percent ($273/480$) of their full day and, therefore, would be counted half-day absent. However, for funding, it would be $273/420 = 65$ percent and the district would receive full-day funding.
- Early bird class with early release – If a student is scheduled into an optional early class and has a gap in his or her schedule, that still leaves at least the number of minutes that are in a standard day, their attendance will calculate correctly.
- After-school instructional classes – Attendance will be calculated the same as early bird classes.

Office of Knowledge, Information and Data Services (KIDS) – Division of Enterprise Data

David Couch, Associate Commissioner — DeDe Conner, Director — Linda Burton, Assistant Director

KSIS Team: Garnetta Barnette - Raymond Carter – Todd Haydon – Becky Jenkins

Candy Johnson – Lisa McKinney

ARE YOU SOCIALLY CONNECTED TO KDE?



KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to @KyDeptofEd. Access the KDE Facebook page [here](#) or by searching for “Kentucky Department of Education” on Facebook under “Government Organization.”

KY 2012-13 End-of-Year Course on ICU

The KY 2012-13 End-of-Year course will be available on Infinite Campus University (ICU) the week of April 29. This self-paced session is free to all Kentucky school district personnel and contains documentation, PowerPoint presentations and recorded training sessions on the following topics:

- Calendar Setup
- District End-of-Year Checklist
- FRAM
- Gifted and Talented
- Graduates and Retentions
- Graduation Codes
- Health
- Teacher of Record
- Title I
- Homeless
- LEP
- SAAR
- Safe Schools
- SPED
- State Reporting Guidelines

2012-13 End-of-Year Reporting

State Report	Due Dates	Submission	Contact
At Risk	June 30	Data pulled at KDE	Samantha.Engstrom@education.ky.gov
Calendar (Original 2013-14 Year)	June 30	http://apps.kde.state.ky.us/login/	Sheila.Harned@education.ky.gov Scott.Rose@education.ky.gov Ruth.Yates@education.ky.gov Lori.Davis@education.ky.gov
Calendar (Amended 2012-13 Year)	June 30	http://apps.kde.state.ky.us/login/	Sheila.Harned@education.ky.gov Scott.Rose@education.ky.gov Ruth.Yates@education.ky.gov Lori.Davis@education.ky.gov
ESS (Regular)	June 30	Data pulled at KDE	April.Pieper@education.ky.gov Amy.Patterson@education.ky.gov
FRYSC	June 30	FRYSC State Report and Group Programs Report submitted via e-mail to CHFS.FryscMunisRpt@ky.gov	Michael.Denney@ky.gov
Gifted and Talented	July 1	Data pulled at KDE	Kathie.Anderson@education.ky.gov Denise.Bailey@education.ky.gov
Gifted and Talented Summative Evaluation	July 1	Online survey (http://otl.education.ky.gov/fmi/iwp/cgi?-db=GTSummative&-loadframes)	Kathie.Anderson@education.ky.gov Denise.Bailey@education.ky.gov
Health Reports	May 25	Health Conditions/Alerts, Immunization Compliance and Screening Information pulled at KDE on May 30	Lori.Davis@education.ky.gov
Homeless Children/Youth Count	July 15	Data pulled at KDE	Troy.McGinnis@education.ky.gov
Immigrant	June 1	Data pulled at KDE	Gary.Martin@education.ky.gov Denise.Bailey@education.ky.gov
KEES (Regular Graduates)	June 30	www.kheaa.com	mcummins@kheaa.com rgilpatrick@kheaa.com
LEP	June 1	Data pulled at KDE	Gary.Martin@education.ky.gov
SAAR	June 30	http://odss.education.ky.gov/saar	Steve.Young@education.ky.gov Denise.Bailey@education.ky.gov
Safe Schools	June 30	Data pulled at KDE	Libby.Taylor@education.ky.gov Windy.Newton@education.ky.gov
SPED Discipline	July 31	http://apps.kde.state.ky.us	Chris.Thacker@education.ky.gov Nick.Easter@education.ky.gov
SPED Exit	July 31	http://apps.kde.state.ky.us	Chris.Thacker@education.ky.gov Nick.Easter@education.ky.gov
State Preschool March 1 Count (3- and 4-year-olds w/disabilities, and at risk 4s)	March 15	Data pulled at KDE	Annie.Rooney-French@education.ky.gov Bill.Buchanan@education.ky.gov
TEDS (End of Year)	June 30	Imported directly into TEDS database	Kiley.Whitaker@education.ky.gov
Title 1 (official due June 1)	Monthly	Data pulled at KDE	Troy.McGinnis@education.ky.gov

Questions regarding this spreadsheet should be addressed to Garnetta Barnette or Becky Jenkins.



CIITS News You Can Use

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

CIITS EDS Module Permissions – Access to PD Tab

All Kentucky educators now have access to the new Educator Development Suite (EDS) in the Continuous Instructional Improvement Technology System (CIITS). The tab is located alongside the blue ribbon at the top of the CIITS home page. Through EDS, educators will be able to individualize professional learning based on need; search a catalog of professional learning resources including PD 360 and state and local activities; register for activities; and maintain a record of their own professional learning.

Superintendents and principals may create activities for district and school staff. They are able to view PD profiles, recommend activities and resources to their staff, and run reports on an institution's professional learning activities.

Teachers are able to search and register for PD as well as to recommend activities and resources.

KDE will grant each school or district functionality allowing them to assign a PD – CIITS Administrator with all permissions, and the school or district may assign other roles to users.

New Roles Added in IC for EDS

PD – CIITS Activity Reviewer

- review proposals for professional development activities
- review the professional development profiles of employees at an institution

PD – CIITS Administrator

- Create and edit activities and/or resources.
- View the professional development profiles of employees at an institution.
- Take attendance for a session of an activity.

- Award activity credits for a successfully completed section.
- Review proposals for professional development activities.
- Award activity credits requested by an individual (regardless of whether they completed a section).
- Recommend activities and resources to individuals.
- Run reports on an institution's professional development, including activity credit reports, mentor reports and user information.
- Delete an activity or section for which attendance/credits have been submitted.

PD – CIITS Create PD

- Create and edit activities and/or resources.

PD – CIITS Facilitator

- Take attendance for a session or an activity.
- Award activity credits for a successfully completed section.

The Leadership and Specialist roles have been enhanced with EDS permissions as follows:

Leadership

- Create and edit activities and/or resources.
- View the professional development profiles of employees at an institution.
- Recommend activities and resources to individuals.
- Run reports on an institution's professional development, including activity credit reports, mentor reports and user information.

Specialist

Recommend activities and resources to individuals.

New CIITS Version 14.4 released April 19

The April 19 CIITS product release v14.4 introduced new functionality within the following product functions:

- instructional management
- classrooms
- actionable standards aligned to third party materials
- linked third party materials in Align
- curriculum Manager enhancements
- standard search –search on standard ID

New Data Elements Coming Soon in CIITS

KDE will begin adding Title I and Behavior to each student profile. You will receive more information soon.



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Frequent Issues

1. Users cannot use one e-mail address in two districts. The e-mail address is attached to the User ID and District Number and controls access to CIITS. It must be unique for every user account. If it is not unique, the user will not be able to login for access to CIITS.
2. If the State Exclude is checked on the Infinite Campus Enrollment Tab, those enrollments will not be pulled for CIITS.

3. Term Grades need to be marked as State Reported.
 - State Reported must be checked in Infinite Campus for term grades to be pulled in CIITS.